

BOARD OF ELECTIONS FOR NEW CASTLE COUNTY
Carvel State Office Building
820 N French Street
Wilmington, Delaware 19801

MINUTES FROM BOARD MEETING FEBRUARY 1, 2005

Members Present: Mr. Foraker, Mr. Austin, Mrs. Dudlek, Mr. Lanouette, Mr. Krzyzanowski, Mr. Sterling, Ms. Parks, Mrs. Whittington

Mrs. Manlove, Administrative Director
Mr. Sholl, Deputy Administrative Director
Mrs. Rodgers

1. This meeting was the annual organizational meeting. Therefore, Mr. Foraker relinquished his role as President to Mr. Austin to accept nominations for President. Mr. Krzyzanowski nominated Mr. Foraker as President. Mr. Lanouette seconded the nomination. Passed unanimously. Mr. Foraker, as President, called for nominations for Secretary. Mr. Sterling nominated Mr. Austin. Ms. Parks seconded the nomination. Passed unanimously.
2. Minutes of the Board Meeting of January 11 were accepted as presented.
3. Mrs. Manlove reviewed the Financial Report for the previous month.
4. Corrections to voter records:
 - Ms. Parks moved that the 78 names on the “Moved from State” list dated February 1, 2005, be removed from the voter rolls. Mr. Sterling seconded the motion. Passed unanimously.
 - Mr. Sterling moved that the 17 names on the “Address Verification” list dated February 1, 2005, be removed from the voter rolls. Mr. Krzyzanowski seconded the motion. Passed unanimously.
 - Ms. Parks moved that the 165 names identified by the Commissioner’s Program be removed from the voter rolls. Mrs. Dudlek seconded the motion. Passed unanimously.
 - Mrs. Dudlek moved that 9 names be removed from the voter records as personally requested. Mr. Krzyzanowski seconded the motion. Passed unanimously.
 - Mrs. Dudlek moved that the 8 requested birthdate changes be made. Mrs. Whittington seconded the motion. Passed unanimously.
5. Mrs. Manlove reviewed the increase in Voter Registration figures as well as the voters on the Deceased List who were removed from the rolls.

6. Mrs. Manlove reviewed the upcoming elections: DE Correctional Officers Assn., Middletown, possible UAW, Odessa, Delaware City, New Castle, Newark, Elsmere, Townsend, Point-to-Point and School Board Elections.

7. Mrs. Manlove had nothing new to report on voting machine upgrade.

8. Mr. Sholl is participating in the Election Center's 2004 Election Task Force. The second meeting is in February. The Department will also participate in the Fels Institute (University of Pennsylvania) conference in April.

9. Mrs. Manlove shared information regarding updating records following the 2004 Election. To date, 2,676 records have been entered into partial registration. There are less than 500 records to be entered.

10. Mrs. Manlove and Mr. Sholl discussed with the Board some issues and ideas that they will be discussing for the future:

- Department's Telephone System
- Voter ID requirements
- Voter confusion over Polling Places
- Counting Absentee Ballots at Polling Places
- Districting errors
- Need more voting machines
- Too many court orders
- More robust funding for General and Primary Elections
- Automatic Recount – standards and process
- Polling Place signage
- Polling Place management
- Laptops with Voter Registration and Polling Place lookup capabilities
- Polling place cards mailed before each General Election
- Training – how we do it, etc.
- Operating Procedures
- Accessible Polling Places
- Data collection for surveys

11. Mrs. Manlove discussed with the Board legislation that is expected this session including:

- Special Elections in New Castle County
- Central Count Absentee System
- Time Change for School Referenda
- Housekeeping Bill – nomination, voter registration, absentee voting

12. Mrs. Manlove discussed the FY2006 Budget. The Governor's Recommended Budget did not recommend additional funds for the warehouse, the new warehouse position or funds to resolve the personnel line shortfall. We will request those items at our JFC Hearing which is February 17 at 11:30 a.m.

13. Mrs. Manlove presented to the Board the recommended charges for election services for conducting elections that are outside of those that are the responsibility of the Department as well as defining which groups would and would not be charged.

14. Mr. Sterling moved the meeting be adjourned. Mr. Lanouette seconded the motion. Passed unanimously.

Next Meeting: March 1, 2005

Respectfully submitted,

Ross E. Austin
Secretary

FINANCIAL REPORT

2/1/05

FY 2005 Expenditures

Department of Elections for New Castle County

CATEGORY	SPENT	ENCUMBERED	AVAILABLE	BUDGETED	% SPENT
1 PERSONNEL	\$490,506	\$0	\$357,694	\$848,200	58%
2 TRAVEL	\$3,699	\$0	\$9,401	\$13,100	28%
3 CONTRACTUAL	\$95,091	\$72,000	\$32,809	\$199,900	48%
4 ENERGY	\$8,052	\$0	\$6,048	\$14,100	57%
5 SUPPLIES	\$2,629	\$0	\$7,071	\$9,700	27%
6 MOBILE REGISTRATION	\$3,134	\$0	\$366	\$3,500	90%
7 FY 2005 ELECTIONS	\$148,655	\$136	\$209	\$149,000	100%
8 FY 2005 SCHOOL ELECTIONS	\$0	\$0	\$58,850	\$58,850	0%
9 SPECIAL ELECTION	\$0	\$0	\$0	\$0	0%
10 FEDERAL REIMBURSEMENT	\$798,431	\$0	\$176,569	\$975,000	0%
11 FY 2004 MOBILE REGISTRATION	\$189	\$0	\$439	\$628	30%
12 FY 2003 ELECTIONS	\$174,849	\$0	\$24	\$174,873	100%
13 FY 2004 PRES PRIMARY	\$245,066	\$3,056	\$64,296	\$312,418	78%
14 FY 2004 SCHOOL ELECTIONS	\$16,170	\$500	\$7,321	\$23,991	67%
15 REAPPORTIONMENT	\$0	\$0	\$51,994	\$51,994	0%
16 CAPITAL PURCHASE	\$3,828	\$0	\$0	\$3,828	100%
17 VOTING MACHINE TRAINING	\$111	\$0	\$0	\$111	100%
GRAND TOTAL	\$1,191,789	\$75,692	\$596,083	\$1,863,564	64%

DEPARTMENT ACTIVITIES

2/1/05

BOARD REMOVALS AND CORRECTIONS

Department of Elections for New Castle County

- ***REMOVAL PROGRAMS***

- *Moved from State: 78 (D - 30, R - 33, Other - 15)*
- *Address Verification: 17 (D - 8, R - 7, Other - 2)*
- *COE Verification: 165 (D - 57, R - 68, Other - 40)*
- *Personal Requests: 9 (D - 4, R - 1, Other - 4)*

- ***BIRTH DATE CHANGES: 8***

DEPARTMENT ACTIVITIES

2/1/05

Department of Elections for New Castle County

- **REGISTERED VOTERS**

- **Nov 2004: 362,408**
- **Jan 2005: 362,454**
- **Feb 2005: 362,622**

- **DECEASED – REMOVED FROM ROLLS.**

- **Dec 2004: 246 (D - 124, R - 77, Other - 45)**

- **PROCESSING & FILING.**

- **Lots of UPDATE transactions to process (+/- 1,000).**
- **Lots of “deads” to file (+/- 5,000).**
 - **Staff has filed over 11,000 deads since December 8, 2004. Note: Each employee files 25 deads each day that they are present for duty.**

DEPARTMENT ACTIVITIES

2/1/05

FY 2005 Elections

Department of Elections for New Castle County

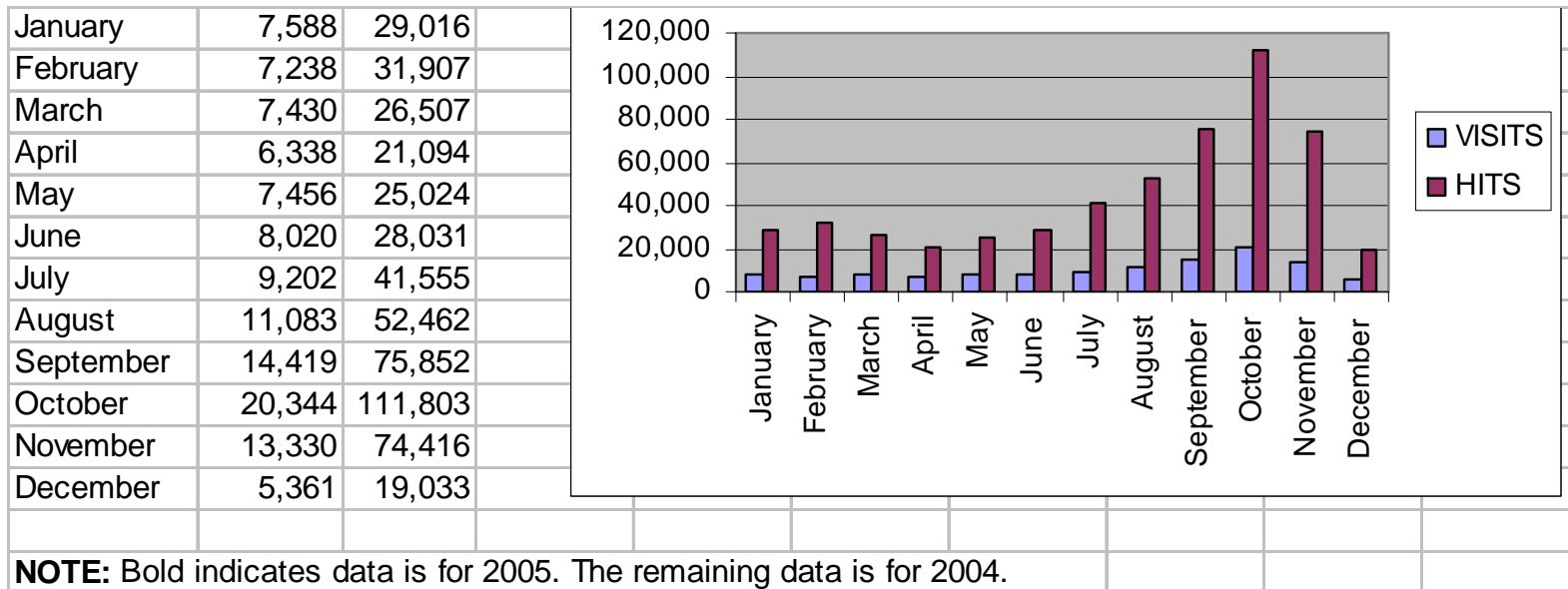
- **Feb 4 – DE Correctional Officers Association**
- **Mar 7 – Middletown**
- **Apr ?? – UAW**
- **Apr 4 – Odessa**
- **Apr 4 – Delaware City**
- **Apr 9 – New Castle**
- **Apr 12 – Newark**
- **Apr 30 – Elsmere**
- **May 7 – Townsend**
- **May 8 – Point-to-Point**
- **May 10 – School Board Elections**

DEPARTMENT ACTIVITIES

2/1/05

WEB Site Activity

Department of Elections for New Castle County



DEPARTMENT ACTIVITIES

2/1/05

Voting Machines

Department of Elections for New Castle County

- ***BALLOT PREPARATION SOFTWARE.***
 - Upgrade pending.
- ***FIRMWARE.***
 - Upgrade pending.
- ***HARDWARE.***
 - Upper shocks need attention.
 - Power problems during Primary and earlier.
 - Power Supply Board upgrade will correct.
 - Upgrade pending.

DEPARTMENT ACTIVITIES

2/1/05

Redistricting

Department of Elections for New Castle County

- **On-going maintenance.**

DEPARTMENT ACTIVITIES

2/1/05

Help America Vote Act of 2002

Department of Elections for New Castle County

- **Mr. Sholl is participating in the Election Center's 2004 Election Task Force. Second meeting is mid to late February.**
- **Fels Institute (UPenn) conference in April.**
- **Awaiting certification of the upgrade to our voting machine.**

DEPARTMENT ACTIVITIES

2/1/05

2004 GENERAL ELECTION

Department of Elections for New Castle County

- **UPDATE RECORDS**

- **A few EDs remaining to be reviewed.**
- **2,676 (2081) records in Partial Registration**
 - 1,683 (855) completely processed
 - 453 (312) duplicates
 - 33 (17) voids
 - 507 (897) to be processed
- **Less than 500 additional records to be entered.**

DEPARTMENT ACTIVITIES

2004 GENERAL ELECTION

Department of Elections for New Castle County

2/1/05

- **ISSUES – keep reporting so we don't lose focus.**
 - **Department's Telephone System.**
 - **Voter ID requirements.**
 - **Voter confusion over Polling Places.**
 - **Counting Absentee Ballots at Polling Places.**
 - **Districting errors.**
 - **Need more voting machines.**
 - **Too many court orders.**
 - **More robust funding for General and Primary Elections.**

DEPARTMENT ACTIVITIES

2/1/05

2004 GENERAL ELECTION

Department of Elections for New Castle County

- **Issues – cont'd**

- **Automatic Recount – standards and process.**
- **Polling Place signage.**
- **Polling Place management.**
- **Laptops with Voter Registration and Polling Place lookup capabilities. Voter check in also?**
- **Polling place cards mailed before each General Election.**
- **Training – how we do it, etc.**
- **Operating Procedures.**
- **Accessible Polling Places.**
- **Data collection for surveys.**

DEPARTMENT ACTIVITIES

2/1/05

2005 LEGISLATION

Department of Elections for New Castle County

- **Bill to provide for special elections when a vacancy occurs in County Council.**
 - **Will be amended to deal with our concerns.**
- **Expect a bill to permit a Central count absentee system.**
- **Expect a bill to change time for school district referendums.**
- **Expect a bill to fix some election issues – nominations, voter registration, absentee voting, etc.**

OLD BUSINESS

2/1/05

Department of Elections for New Castle County

- **FY 2006 Budget**
 - **Governor's Recommended Budget**
 - Additional funds for warehouse.
 - Did not recommend new warehouse position.
 - Did not recommend funds to resolve personnel line shortfall.
 - JFC Hearing – Feb 17, 2005 at 11:30 a.m.
- **School Board Election Polling Places**
 - Defer until March meeting.

■ **Charges for election services.**

- **Oversight – 1 hours**
- **Administration – 1 hour**
- **Ballot Preparation – 2.5 hours**
- **Election Documents – 1 hour**
- **Deliver materials to warehouse – 1 hour**
- **Voting machine setup - .25 hours per EVM**
- **Load, certify and seal machines - .25 hours per EVM**
- **Deliver & pickup machines – 1.5 hours**
- **Post election cleanup - .25 hours per EVM**
- **Election Day Support - minimum 1.5 hour**

- **Charges for election services cont'd.**
 - Training – 1.5 hours
 - Training materials – 2 hours
 - Mileage at \$.31 per mile
 - Cost structure

■ **RECOMMENDED CHARGES**

- Per complex election - \$ 400
- Per basic election - \$ 300 (With training)
- Per basic election - \$ 210 (Without training)
- Per voting machine - \$ 25
- Technician services \$ 36 per hour (non-duty hours)
- Technician services \$ 24 per hour (duty hours)
- Mileage - .31 per mile
- Machine Operator - \$ 220
- Meals (non-duty day) - \$ 30

■ **WHO WOULD BE CHARGED**

- Unions
- Trustees of New Castle Common
- Private groups, etc.
- School districts for elections not covered by Title 14.

■ **WHO WOULD NOT BE CHARGED**

- Schools (public or private) for student elections
- Municipalities for elections IAW Title 15.
- School districts for elections conducted IAW Title 14.

NEW BUSINESS

2/1/05

Department of Elections for New Castle County

- **None.**